This calendar is designed to assist faculty, administrators, and staff in advising students and in planning for fall semester 2017. Please contact Mr. Timothy W. Pilewski, Registrar, if you have questions regarding the information provided.

August 21 – August 25
Student Services Center Open 8:00 AM – 5:00 PM.

August 26 **Residence Halls available** at 9:00 AM for returning students.

August 26 **11:00 AM-3:00 PM** Bursar, Financial Aid, and Records and Registration Services open at Hamilton Hall. Admissions Office open at Academy Hall.

August 28 Student Services Center & Admissions Open 8:00 AM – 5:00 PM

August 28 **A. Undergraduate and Graduate Classes Begin.**

B. Faculty to retrieve class roster from S.C.O.T.S. for use with **First Day Attendance**. Faculty to record on the “Mid Term Grade” form on S.C.O.T.S. students who are not in attendance.

August 28 **8:00 AM - 5:00 PM - Late Registration and Schedule Adjustment period.** Hamilton Hall ($25 Late Registration Fee will be charged).

August 30 **8:30 AM** – Welcome Back Address & Reception, Pogue Student Center

August 28 – September 1
**8:00 AM – 4:30 PM – Late Registration and Schedule Adjustment period.** Hamilton Hall ($25 Late Registration Fee will be charged).
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**September 4**  Labor Day - No Classes.

**September 5**  Last Day to ADD or DROP a Course “In Person” at Hamilton Hall by 4:30PM.

**September 5**  Last day to ADD or DROP a course by 11:59 PM on S.C.O.T.S.
(Note: Courses which begin part-way through the semester may be added up to the starting time of the first class meeting of the course.)

**September 6**  Office of Records and Registration to provide faculty with instructions to verify class rosters for enrollment verification. Faculty **should not** add names to rosters.

**September 6 – November 3**

**Course Withdrawal:** Students may withdraw from a course and receive a “W” grade via S.C.O.T.S.

*Or date established by the University for courses with special start/end dates.

**September 8**  Office of Records and Registration to provide advisors, chairpersons and deans with 80/40 hour review report.

**September 8**  Faculty to email adjustments to class rosters to Records and Registration prior to 12 Noon.

**September 12**  Deadline for individuals anticipating graduation at the completion of Fall Semester, 2017, to submit a graduate application on S.C.O.T.S. $100.00 fine assessed for any received after this date.

**September 14**  Office of Records and Registration to distribute to the faculty grade reports of enrolled students who have “I” or “R” grades on their academic record.

**September 22**  Last day for enrolled students to complete work in which “I” grades have been earned (from the prior semester). Work not completed by this date will result in an “F” grade unless an extension of time has been granted by the Registrar to enable the student to complete the work.

**September 26**  Faculty to return to the Office of Records and Registration grade sheets for students with “I” or “R” grades.

**September 28**  Book orders for Spring 2018 (201820) are due to the Bookstore.
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September 6 – November 3*

**Course Withdrawal:** Students may withdraw from a course and receive a “W” grade.

*Or the date established by the University for courses with special start/end dates.

October 10  
Reading Day - No Classes.

October 10  
Office of Records and Registration to provide faculty with midterm grading instructions and instructions for midterm enrollment verification and activate grading on S.C.O.T.S.

**October 13-14**  
Homecoming

October 14  
Fall Open House 1 – 3 PM. Pogue Student Center.

**October 14**  
**MIDTERM**

October 17  
Faculty to post midterm grades and lapsed attendance notations on S.C.O.T.S. prior to 3:00PM. Midterm grading via S.C.O.T.S. disabled at 3:00 PM.

October 19  
Office of Records and Registration to send lapsed attendance notices to select students.

October 19  
**Midterm grades** distributed to advisors and available on S.C.O.T.S.
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November 1 - November 17

November 3 Last date for students to withdraw with a “W” grade.*

Note: Withdrawal after this date will be authorized by the Dean of the student’s major only if it has been judged that extenuating circumstances justify the withdrawal. If such a withdrawal is authorized the student will receive a “W” grade.

*Or the date established by the University for courses with special start/end dates.

November 4 Fall Open House 1:00 – 3:00 PM. Pogue Student Center.

November 4 – December 8
Extenuating Circumstance Withdrawal Period

November 14-15
Graduation Fair – 12:00 – 6:00 PM, Pogue Student Center

November 21 Commencement Video Makeup Date – 1:00 – 5:00 PM, Compton Hall, 208

November 21 Thanksgiving Break begins at the close of classes.

November 27 Thanksgiving Break ends. Classes resume at 8:00 A.M.
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**November 4 – December 8**
- Extenuating Circumstance Withdrawal Period.

**December 8**  
- Last day of class for all 1st Semester courses.

**December 11**  
- Exam Period Begins
- Office of Records and Registration to provide faculty with final grading instructions and activate faculty grading on S.C.O.T.S.

**December 15**  
- Semester Ends

**December 16**  
- Commencement

**December 19**  
- Faculty to post final grades on S.C.O.T.S. prior to 3:00 PM. Final grading via S.C.O.T.S. disabled at 3:00 PM.

**December 20**  
- Academic Warning, Probation and Suspension letters mailed/emails to students.
- Final grades available on S.C.O.T.S.
<table>
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<tr>
<th>Event</th>
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<tr>
<td>Labor Day Holiday (No Classes)</td>
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<td>September 4</td>
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<td>Last Day to Add/Drop a Course*</td>
<td>Tuesday</td>
<td>September 5</td>
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<td>(In Person @ Hamilton Hall, By 4:30PM)</td>
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<td>On S.C.O.T.S. (By 11:59 PM)</td>
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<tr>
<td>Last Day to Apply for December Graduation</td>
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<td>September 12</td>
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<td>Reading Day (No Classes)</td>
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<td>Last Day to Withdraw From a Course and</td>
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<td>Receive a “W” Grade*</td>
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<td>Classes</td>
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